

Message Text

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12-C

ACTION PER-05

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FM AMEMBASSY JIDDA

TO SECSTATE WASHDC 8534

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ALSO FOR NEA/EX

E.O.: 11652: N/A

TAGS: APER, SA

SUBJ: SECRETARIAL POSITIONS IN SAUDI ARABIA

REF : (A) STATE 135026; (B) STATE 163100

1. WITH THE ARRIVAL OF ECONOMIC OFFICER DUANE BUTCHER, JIDDA HAS TWO SECRETARIES SUPPORTING SIX VERY PRODUCTIVE OFFICERS THAT INCLUDE AMBASSADOR'S SPECIAL ASSISTANT, ECONOMIC COUNSELOR, AND CHIEF OF POLITICAL SECTION. DCM'S SECRETARY TRIES TO HELP INsofar AS HER SCHEDULE PERMITS, BUT FRONT OFFICE WORK TAKES UP VIRTUALLY ALL OF THE WORK HOURS (AND MORE) OF ITS TWO SECRETARIES. (IT IS ESTIMATED THAT THE TWO FRONT OFFICE SECRETARIES WORK 110 HOURS OVERTIME PER MONTH BETWEEN THEM.)

2. OUR ABLE AND ENERGETIC POST SECURITY OFFICER HAS BEEN EXTREMELY ACTIVE SINCE HIS ARRIVAL. IN AUSUT, FOR INSTANCE, HE CONDUCTED 45 BACKGROUND SECURITY INVESTIGATIONS, RAN ON BEHALF OF EMBASSY A TWO-WEEK E&E DRILL IN COOPERATION WITH U.S. NAVAL UNITS, AND WORKED ON A COMPLETE REVISION OF THE E&E PLAN. THE TIME THAT HIS SECRETARY IS AVAILABLE TO OTHER SECTIONS IS THEREFORE LESS THAN WE HAD EXPECTED.

3. IN ADDITION, FSO-4 SHIRL MCARTHUR IS SCHEDULED TO ARRIVE MID-SEPTEMBER TO ASSUME RIYADH POSITION. UNTIL HE HAS A SECRETARY, JIDDA'S POLITICAL AND ECONOMIC
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SECRETARIES WILL HAVE TO DO HIS CLASSIFIED TYPING ON

WHAT WE EXPECT WILL BE WEEKLY TRIPS TO JIDDA. JIDDA'S TWO SECRETARIES WOULD THEREFORE HAVE A WORKLOAD APPROACHING SEVEN OFFICERS. ACCORDINGLY, PER REF (A), WE REQUEST ASSIGNMENT TO JIDDA OF AN ADDITIONAL PROGRAM SECRETARY. OTHERWISE, THE WORKLOAD WILL GREATLY EXCEED THE CAPACITY OF JIDDA'S SECRETARIES AND WITH CONSTANT COMPETING DEMANDS UPON THIS TIME, THEIR PRODUCTIVITY AND MORALE WILL SLUMP.

4. WHEN A SECRETARIAL POSITION CAN BE OBTAINED TO SUPPORT MCARTHUR IN RIYADH, WE HAVE A GOOD CANDIDATE IN MRS. GERALDINE BERNIER, WIFE OF DIRECTOR OF USIS ENGLISH LANGUAGE CENTER IN RIYADH. SHE IS FOREIGN SERVICE SECRETARY WITH USIS AND IS ON LWOP. SHE IS ANXIOUS TO TRANSFER FROM USIS TO STATE. WE RECOMMEND MRS. BERNIER BE EMPLOYED AS SOON AS POSSIBLE SINCE MCARTHUR WILL HAVE A HEAVY WORK LOAD AND WILL NEED TO HANDLE NUMEROUS VISITORS. THE LACK OF ANY U.S. SECRETARY WOULD MUCH DIMISH HIS EFFECTIVENESS.

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